

ALEXANDRIA CIRCUIT COURT
INTERPRETER SERVICES
REQUEST FOR FOREIGN LANGUAGE INTERPRETER

Interpreter Services Contact

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- A. You must contact Language Services yourself. Neither the Circuit Court Judges' Chambers nor the Clerk of Circuit Court schedules foreign language interpreters.

Procedure

1. If language services are needed, counsel/parties should email their request to Interpreter Services (email address above). Interpreter Services will email you a template to be completed and returned ASAP.
2. Deadline for requesting interpreter services:
 - a. Trials and Hearings – three (3) days after setting the trial/hearing date.
 - b. Motions Day - 3:00 p.m. on the Friday one and one-half weeks (1.5) prior to the Motions Day hearing.
3. The request must include the following:

Case Information

Date and Time _____

Case Name _____

Docket Number. _____

Language needed _____

For Whom _____

Who is submitting the request?

Name _____

Email _____

Telephone _____
4. Motions Day hearings
 - a. **Deadline** information above.
 - b. **If your case has been assigned to the 2:00 p.m. Motions Day session** - It is the responsibility of the person requesting the interpreter to notify Interpreter Services two (2) days prior to the Motions Day hearing.
 - c. **To determine the time assignment for your case on Motions Day** – The Motions Day docket is posted to the Circuit Court's website on Monday prior to the Motions Day. Go to www.alexandriava.gov/CircuitCourt, and scroll to Motions Day. Contact Interpreter Services immediately if your case is on the 2:00 p.m. session.